

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 21-80

Date Received: Aug 5, 2021

Title: Batch# 2 - Checklists

Initiator Name: Joshua Fletcher

Initiator Organization Name / Routing Code: Procurement Policy Branch, AAP-110

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Policy and Guidance: (check all that apply)

- ☐ Policy
- ☐ Guidance
- ☒ Procurement Forms, Templates and Samples
- ☐ Real Property Templates and Samples
- ☐ Procurement Clauses
- ☐ Real Property Clauses
- ☐ Other FAST Tools and Resources

Summary of Change: Updated and refined language and format of checklist; and re-organized location of checklist on FAST website.

Reason for Change: Ensure compliance with AMS policy/guidance and provide user-friendly products on FAST for efficient and effective use by the AAQ community.

Development, Review, and Concurrence: AAP-110, AAP-100, AAQ, ACG

Target Audience: Acquisition Workforce

Briefing Planned: No

ASAG Responsibilities: None

Section / Text Location: (new) Procurement Tools & Resources - add under (new) Procurement Checklists

The redline version must be a comparison with the current published FAST version.

☐ I confirm I used the latest published version to create this change / redline

or

☒ This is new content

Links: New Content

Attachments:

Final - BPA Checklist

Final - Construction Contract Checklist

Final - Contract File Checklist

Final - DO_TO_BPA Call Checklist

Final - Grants Checklist

Final - Interagency Agreement Checklist

Final - OTA File Checklist

Final - PO_GSA FSS_File Checklist

Other Files: N/A